

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Royal Homecoming (Board Option)

REQUESTED ACTION: Board selects their preferred option

☐ Work Session (Report Only)

DATE OF MEETING: 5/24/2011

☒ Regular Meeting

☐ Special Meeting

CONTRACT: ☐ N/A

Vendor/Entity: _____

Effective Date: _____

Termination Date: _____

Managing Division / Dept: _____

Public Works/Road and Bridge

BUDGET IMPACT: TBD

☒ Annual

FUNDING SOURCE: _____

☐ Capital

EXPENDITURE ACCOUNT: _____

☐ N/A

HISTORY/FACTS/ISSUES:

Sumter County Public Works has received requests from the Royal Library Association (Levi Soloman and Beverly Steele) to hold the Annual Royal Homecoming Festival during June 17 - 19, 2011.

The Homecoming Festival planned activities are as follows: Friday night, June 17th - meet and greet fish fry at Royal Park (6:00P.M. to 10:00P.M.). Saturday, June 18th - Softball Tournament (begins at 8:00A.M.), Community Parade (begins at 10:00 A.M.), Family Day at Royal Park (immediately after parade), Car Show (5:00P.M.), and Teen Dance (8:00 P.M. to Midnight). Sunday, June 19th - Morning worship service (10:A.M.). Outdoor Festival immediately after morning services, including vendors and family oriented activities, e.g., fashion show, softball tournament finals. Event parking is being planned.

Note: staff recommends whichever option the Board approves, that C462 not be closed in whole nor either lane closed, or used as part of these festivities due to its role as a collector in the area.

On Saturday, June 18th the Royal Homecoming Committee requests road closures for their Homecoming Parade from 10-11 AM. See attached map for parade routes.

The Royal Homecoming Committee and the Sumter County Sheriff's Office have concluded that the annual event has grown in size such that road closures are also necessary for the safety of pedestrian traffic. On Sunday, June 19th, the Royal Homecoming Committee requests that the BOCC allow them to close CR 235, from C-462 north to approximately 100 yards north of the Sumter County Fire Station (#34), from 12:00 noon to the conclusion (approximately 9 PM), for their Sunday activities.

They also request the closure of C462 east bound from 3-9 PM, CR222 west bound from 3-9 PM, and CR 237 north bound from 3-9 PM.

The Sumter County Sheriff's Office will be in charge of all road closures and detours. The detours and road closures will be manned by Sumter County Deputies. Lt. Tim Nordle will be the Sheriff's Office point of contact for this event. The request also includes the use of 7 barricades, 6 road closed signs, and 2 right hand detour signs from Sumter County Public Works.

Judd Wright with the Sumter County Emergency Operations Center, will conduct N.I.M.S. training and

oversee the operations of the Sheriff's Office, Public Works, and the Emergency Services Departments, in order to track the cost of man hours, equipment, coordination between departments, and efficiency of the operations.

Board options to consider:

Option 1. Allow the Annual Royal Homecoming event as requested, less C462.

Option 2. Allow the requested events on Friday and events and road closure on Saturday night, less C462, and not allow the event on Sunday due to anticipated cost of overtime and support from the SCSO, Fire Dept and EMS (last year's event cost is estimated at almost \$24,000 for the weekend). Additionally, after last year's event 14 cubic yards of trash were disposed of at County's expense, including a large number of alcoholic beverage bottles (All parks are signed "NO ALCOHOL Allowed"). Other issues to be considered are the food handling permits through the Fire Department that must be obtained as vendors will be cooking and serving food to the public on County property..

Option 3. Do not allow this event due to the size and compexity; this event overwhelms Royal Park and the surrounding community.

Attached:

Special Event Application.

Parks and Rec Facility Usage Application.

Temporary Road Closure for June 18, 2011.

Temporary Road Closure for June 19, 2011.

Letter dated May 6, 2011 from Royal Library Association regarding Royal Homecoming.

Maps (x2) of the parade route

Sumter County Public Works Division Parks & Recreation Department 310 E. Anderson Avenue Guthrie, FL 33510	Phone: (352) 793-0240 Fax: (352) 793-0247 E-Mail: sumtercounty@sumtercountyfl.gov Website: www.sumtercountyfl.gov/pw/index.cfm Emergency: (352) 303-0110 or (352) 303-4738
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Special Event Application
(To be submitted along with a completed Facility Usage Application)

Event Name: <u>Royal Homecoming</u>	Event Sponsor: <u>Royal Library Association</u>
Event Location & Dates: <u>Royal Park June 17-19, 2011</u>	Event Co-Sponsor/s (if applicable):
If this is a fundraising event, who or what entity will benefit from the proceeds? <u>Royal Library Association</u>	
What fees or charges are required or associated with this event? <u>parking & vendors</u>	

Attendance General Information Vendor Information	Minimum Anticipated Spr. Rate: At least \$ <u>500</u>	Minimum # of Vendors: <u>250</u>
	Maximum Anticipated Spectator Attendance: <u>5000</u>	Maximum Parking Requirements: <u>3000</u>
	Will there be any of the following (check all that apply)? <input type="checkbox"/> Musicians <input type="checkbox"/> Performers <input checked="" type="checkbox"/> Cooks/Chefs <input type="checkbox"/> Moonwalk/Dance House <input type="checkbox"/> Animal Rides <input type="checkbox"/> Tables/Chairs <input type="checkbox"/> PA System <input type="checkbox"/> Portable Stage <input type="checkbox"/> Petting Zoo <input type="checkbox"/> Other: _____	
	If you plan to be selling food, products, or other services during the event, what is the Minimum # of Vendors? <u>20</u> Vendor Space/Size Requirements: <u>party space size</u> Please check all vendor types that apply: <input checked="" type="checkbox"/> Food or Concession Carts <input checked="" type="checkbox"/> Crafts <input type="checkbox"/> Vendors, Vendors <input type="checkbox"/> Games <input checked="" type="checkbox"/> Beverage Carts/Stands <input type="checkbox"/> If it is required that vendors be allowed to setup tents <input checked="" type="checkbox"/> Other: <u>clothing, photos</u> *Alcohol is not allowed on County Property	
We understand that it is my/our responsibility to advise ALL VENDORS of their obligation to have the appropriate operational licenses (if applicable) and to collect and pay all applicable state sales tax as required by the State of Florida. Failure to relay this information could result in fines to include ordering the participating vendors.		
Signature: <u>Doreen Steele</u> Date: <u>5/13/11</u>		

For Office Use Only	Does facility have ample parking? _____
	Parking Options (if needed): _____
	Transportation Options to/Chairs Parking (if needed): _____
	Does facility have ample restrooms and/or Port-a-lets? _____
Number of additional Port-a-lets required (if applicable) per SC DOH requirements: _____	
If additional Port-a-lets are required, who is the supplier? _____	
Does facility have ample space for vendors and/or tents (if applicable)? _____	
Comments from SC DOH: _____	
Comments from Transit: _____	
Comments (other): _____	

Layout	Please provide a separate drawing and/or written description of how the event elements will be laid out during this event: <u>Monday - Community Center, for Saturday - Softball, Volleyball, car show, playground & pavilion. for Sunday - vendors in parking lot, Softball, playground, pavilion.</u>
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For Office Use Only	Layout <input type="checkbox"/> was or <input type="checkbox"/> was not provided and is: <input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable Comments: _____
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May 19 10 11:48a

Sumter County Public Work 3527990268

Electricity & Water	Will electricity be needed? <u>Yes</u> If so, for what and how many outlets are desired? <u>Concession Stand</u> Will more than standard electrical receptacles/outlets be required? <u>NO</u> Will water be needed? If so, for what purpose? <u>NO</u>	Community Center
For Office Use Only	Facility <input type="checkbox"/> does or <input type="checkbox"/> does not have electricity. Electricity <input type="checkbox"/> is or <input type="checkbox"/> is not sufficient for this event. Temporary Pole <input type="checkbox"/> will or <input type="checkbox"/> will not be allowed at applicant's expense. Comments: _____ Water <input type="checkbox"/> is or <input type="checkbox"/> is not available at this facility. Comments: _____	
Road Closing	Are you requesting permission for a road to be closed during this event? <u>Yes</u> Have you submitted this request in writing to the appropriate City, Sumter County Public Works or FDOT? <u>See attached</u>	
For Office Use Only	Has request for temporary road closing been approved by appropriate agency? _____ Comments from Sumter County Public Works: _____ Comments from City of: _____ Comments from FDOT: _____ Comments from City Police or Sheriff's Dept: _____ Comments (other): _____ Date Approved: _____ Copy of Approved Request Received? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Insurance	Does applicant/agency carry liability insurance to cover events such as this? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If so, what are the limits? _____ Name of Insurance Carrier: _____ Phone: _____ <u>Requiring quote from Main Events will provide copies once acquired before event.</u>	
For Office Use Only	The acceptable liability limit/s is: _____ The following entities must be listed as additional insured: _____ If not insured, where will the entity acquire insurance? _____ Certificate of Insurance received: _____ Date: _____ Insurance has been approved by Risk Management? _____ Comments from Risk Management/Insurance Carrier: _____	
Security	How many officers or deputies do you plan to have working this event? <u>See Lt. NATHAN</u> What time will security begin & end? _____ Who is responsible for coordinating with security? _____ Phone: _____ Security will be used for: <input type="checkbox"/> Crowd Control <input type="checkbox"/> Traffic Control <input type="checkbox"/> Other: _____	
For Office Use Only	Security confirmed with the City of Police Dept. or the County Sheriff's: _____ Date: _____ Additional security concerns (if applicable): _____ Comments from City Police or Sheriff's Department: _____ Security confirmed and approved by: <input type="checkbox"/> City Police <input type="checkbox"/> County Sheriff <input type="checkbox"/> Other Law Enforcement	
Clean Up	Who is in charge of cleaning up after the event? <u>Sumter County Sheriff's Office</u> Phone: <u>Sgt. Hewitt 303-0216</u> Who will actually be doing the cleanup? (Please check all that apply.) <input type="checkbox"/> Volunteers <input checked="" type="checkbox"/> Boot Camp <input type="checkbox"/> Work Squad <input type="checkbox"/> Other _____ When will they begin and finish cleaning up? <u>Monday, June 20, 2011</u>	
For Office Use Only	Clean Up was inspected by: _____ Date: _____ Comments: _____	

**Sumter County Public Works Division
Parks & Recreation Department**
319 E Anderson Avenue
Bushnell, FL 33513

Phone: (352) 569-6700

Fax: (352) 569-6701

E-Mail: bruce.root@sumtercountyfl.govWebsite: www.sumtercountyfl.gov/pw/parks/

Emergency: (352) 303-0116 or (352) 303-4729

FACILITY USAGE APPLICATION

Please complete this application to the address above via mail or in person.

Name of Applicant: <u>Beverly Steele</u>		Name of Organization: <u>Royal Library Association</u>	
Mailing Address: <u>9569 CL 235</u>		City/Zip Code: <u>Wildwood, 34785</u>	E-Mail Address: <u>TheSteeleOrg@aol.com</u>
Phone (Day): <u>352-748-1536</u>	Phone (Night): <u>352-748-1536</u>	Phone (Cell): <u>352-683-3409</u>	Fax: <u>352-748-1536</u>
Contact 1 (if other than applicant): <u>Levi Solomon</u>		Phone (Day): <u>352-748-4210</u>	Phone (Night):
Contact 2 (if other than applicant): <u>Etta Huff</u>		Phone (Day): <u>352-748-4201</u>	Phone (Night):
Date/s of Use: <u>6/15 - 6/16/2011</u>	Day/s of Week: <u>Wed - Monday</u>	Start Time (including setup time): <u>8am</u>	End Time (including cleanup time): <u>Midnight</u>
Anticipated Attendance (Minimum to/Maximum): <u>500 - 5000</u>		Is this a private event or is it open to the public? <u>Open</u>	
Please check below what best describes your event:			
<input type="checkbox"/> Baby/Bridal Shower <input type="checkbox"/> Birthday Party <input type="checkbox"/> Church Function/Social <input type="checkbox"/> Clinic <input type="checkbox"/> Family Gathering/Reunion <input type="checkbox"/> Field Use (Games, Practices, Recreational and/or Tournament Play) <input type="checkbox"/> Meeting <input type="checkbox"/> Picnic <input type="checkbox"/> Political Function <input type="checkbox"/> Wedding or Reception <input checked="" type="checkbox"/> Other (describe): <u>Annual festival (out doors)</u>			
Will electric be required for this event (if available)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, what for? <u>Concession Stand, Community Ctr</u>			
Will water be required for this event (if available)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what for? <u>Concession Stand, Community Ctr</u>			

Meeting Rooms, Kitchens and Concession Stands

<input type="checkbox"/>	Lake Pan Rec Park – East Wing Meeting Room (Capacity 150+)
<input type="checkbox"/>	Lake Pan Rec Park – West Wing Meeting Room (Capacity 100)
<input type="checkbox"/>	Lake Pan Rec Park – Kitchen (Oven, Fridge, Ice Machine)
<input type="checkbox"/>	Lake Pan Rec Park – Concession Stand (Fridge)
<input checked="" type="checkbox"/>	Royal Community Building & Kitchen (Oven & Fridge) (Capacity 100)
<input type="checkbox"/>	Sumterville Community Building & Kitchen (No Oven) (Capacity 100)
<input type="checkbox"/>	Wahoo Voting Precinct/Bldg (Capacity 100)
<input type="checkbox"/>	Wahoo Kitchen Only (No Oven) (Capacity 15)

We, fully understand that completion/submittal of this application does not confirm my request.

In addition, I/We understand that ALL requests are subject to staff approval and are processed on a first come first serve basis and upon approval when deemed appropriate by Management. Upon review, a designated staff member will notify myself or one of my contacts regarding the status of this request and whether or not there is any additional information required.

I also acknowledge that I have received a copy, read, understand and fully agree to all of the items and terms outlined in the Facility Usage Agreement, including how to proceed in the event of any emergencies needing immediate attention during my event. I further affirm that the information contained in this application is true and correct to the best of my knowledge.

Signature of Applicant: Beverly SteeleDate: 5/13/11

Pavilions and Shelters*Usages on a First Come First Serve Basis*

Cherry Lake	Pavilion #1 Small (seats 24±) Pavilion #2-Large (Seats 100±)	Lake Miona Park	Pavilion #1 (Seats 40±) Pavilion #2 (Seats 20±) Pavilion #3 & #4 (Both Seat 20±)
Lake Okahumpka Park	Pavilion Side #1 (Seats 80±) Pavilion Side #2 (Seats 80±) Pavilion Both Sides (Seats 160±)	Lake Pan Rec Park	Pavilion (32± Capacity)

*Royal Park requesting full
usage -*

*Effective 10/01/08
Revised 09/30/08
Revised 10-19-09
Revised 3-10-11*

Request must be submitted to Public Works a minimum of three week prior to date of request.

Sumter County Board of County Commissioners

7375 Powell Road Wildwood, FL 34785

Phone: (352) 569-6700 • Fax: (352) 569-6701

TEMPORARY ROAD CLOSING REQUEST

Requested: Beverly Steele Date: 5/13/11
 Address: 9569 CR 235 Phone & Fax #: 352-748-1536 352-748-1536
 City, St, Zip: Wildwood (Royal), FL 34785 Email Address: TheSteeleOrg@aol.com
 Organization: Royal Library Association
 Date(s) Requested: June 18, 2011
 *Road(s) or Portion to be Closed: _____

*If Parade - Detailed Route: CR 462 - East to CR 235A North to
CR 222 West to CR 235 South
end of Community Park - Royal

*Attach map as applicable

Requested Time for Road Closure: parade times 10AM - 11AM

Requested Assistance or Equipment from Public Works

Date:

<u>Road closure signage, officers</u>	<u>6/18/2011</u>
<u>traffic cones</u>	<u>6/18/2011</u>

We understand that any request approved will be upon the following terms and conditions:

1. We shall be responsible for all safety and maintenance requirements in connection with the event.
2. We shall indemnify and hold the County harmless as to any liability which may result from any aspect of the event.
3. We shall be responsible for clean-up work which may be required as a result of the event.
4. It is understood that any request approved by the County shall in no way be construed by us to allow our event to take place on a State Road, and that any request approved is limited to the portion of the County Road described.
5. We agree that we shall make every effort for all participants in the event to comply with all state and local laws, and that the County Road mentioned above will be closed to the public only the day and time mentioned above, but not in excess of 2.5 hours.

Our signature below indicates our agreement to these terms and conditions.

Beverly Steele
 Signature

Beverly Steele
 Printed Name

This request was approved in open session of the County Commissioners meeting, this _____ day of _____, 20____.

Attest: Gloria R. Hayward
 Clerk & Auditor

Board of County Commissioners
 Sumter County

By: _____

Deputy Clerk

Chairman

Request must be submitted to Public Works a minimum of three week prior to date of request.

Sumter County Board of County Commissioners

7375 Powell Road Wildwood, FL 34785

Phone: (352) 569-6700 * Fax: (352) 569-6701

TEMPORARY ROAD CLOSING REQUEST

Requested: Beverly Steele Date: 5/13/11
 Address: 9569 CR 235 Phone & Fax #: 352-748-1536 | 352-748-1536
 City, St, Zip: Wildwood (Royal), FL 34785 Email Address: TheSteeleOrg@aol.com
 Organization: Royal Library Association

Date(s) Requested: June 19, 2011

*Road(s) or Portion to be Closed: CR 462: one way west to east; CR 222: one way east to west; CR 237: one way south to North; Complete closure for CR 235

*If Parade - Detailed Route: _____

*Attach map as applicable _____

Requested Time for Road Closure: CR 235 - 2pm; CR 462 - 3pm; CR 222 - 3pm
+ CR 237 - 3pm re telecon w/MS

Requested Assistance or Equipment from Public Works

Road closures signage; Officers traffic cones	Date:	6/19/11
		6/19/11
		6/19/11

Steele
17 May

We understand that any request approved will be upon the following terms and conditions:

1. We shall be responsible for all safety and maintenance requirements in connection with the event.
2. We shall indemnify and hold the County harmless as to any liability which may result from any aspect of the event.
3. We shall be responsible for clean-up work which may be required as a result of the event.
4. It is understood that any request approved by the County shall in no way be construed by us to allow our event to take place on a State Road, and that any request approved is limited to the portion of the County Road described.
5. We agree that we shall make every effort for all participants in the event to comply with all state and local laws, and that the County Road mentioned above will be closed to the public only the day and time mentioned above, but not in excess of 24 hours.

Our signature below indicates our agreement to these terms and conditions.

Beverly Steele
Signature

Beverly Steele
Printed Name

This request was approved in open session of the County Commissioners meeting, this _____ day of _____, 20__.

Attest: Gloria R. Hayward
Clerk & Auditor

Board of County Commissioners
Sumter County

By: _____

Deputy Clerk

Chairman

**Royal Library Association
9569 County Road 235
Wildwood, FL 34785
352-748-4210**

May 6, 2011

Jackie Jackson,
Director
Sumter County
Public Works Division

RE: Annual Royal Homecoming Festival Weekend 2011

Mr. Jackson,

Please accept this letter as a full descriptive of the activities planned for the Annual Royal Homecoming Festival Weekend 2011. The listing is complete with activities that will either begin or end or take place entirely at the Royal Park.

As in the past, we are acquiring special events insurance with the county listed as an additional insurer. Also, we have acquired an adjacent 30+ acre field for event parking which we will include on our special events insurance policy.

We are planning the following activities and proper permits to proceed:

Friday Night, June 17th, 6-10pm - Meet & Greet Fish Fry, Royal Community Center,
approx. 250 in attendance throughout the night.

Saturday, June 18th - Softball Tournament beginning 8 or 9am, Royal Park

Community Parade, 10am,
Beginning at CR 231 & Hgwy. 462 to CR
235A North, to CR 222 West, to CR 235 South.
Ending at Royal Park.

Family Day At the Park, immediately after parade
Continuation of Softball tournament, Volley Ball
tournament and other family oriented activities.

Annual Royal Homecoming Festival Weekend 2011
Page 2

Car Show, 5pm

Teen Dance, 8pm - midnight

Sunday, June 19th -

Morning Worship Services at New Life Center Ministries,
Inc., 10 am

Outdoor Festival, immediately after morning services
Vendors & other family oriented activities i.e. fashion
show, etc.

Softball tournament finals

Event parking

We met with Lieutenant Tim Nordle and have agreed to a traffic flow plan for Sunday's activities which includes closing CR 235, entirely at 2pm until the festival ends, for safety issues.

Thank you for your assistance. For more information, contact me at 352-748-4210 or Beverly Steele at 352-748-1536. Thank you and advise.

Sincerely,

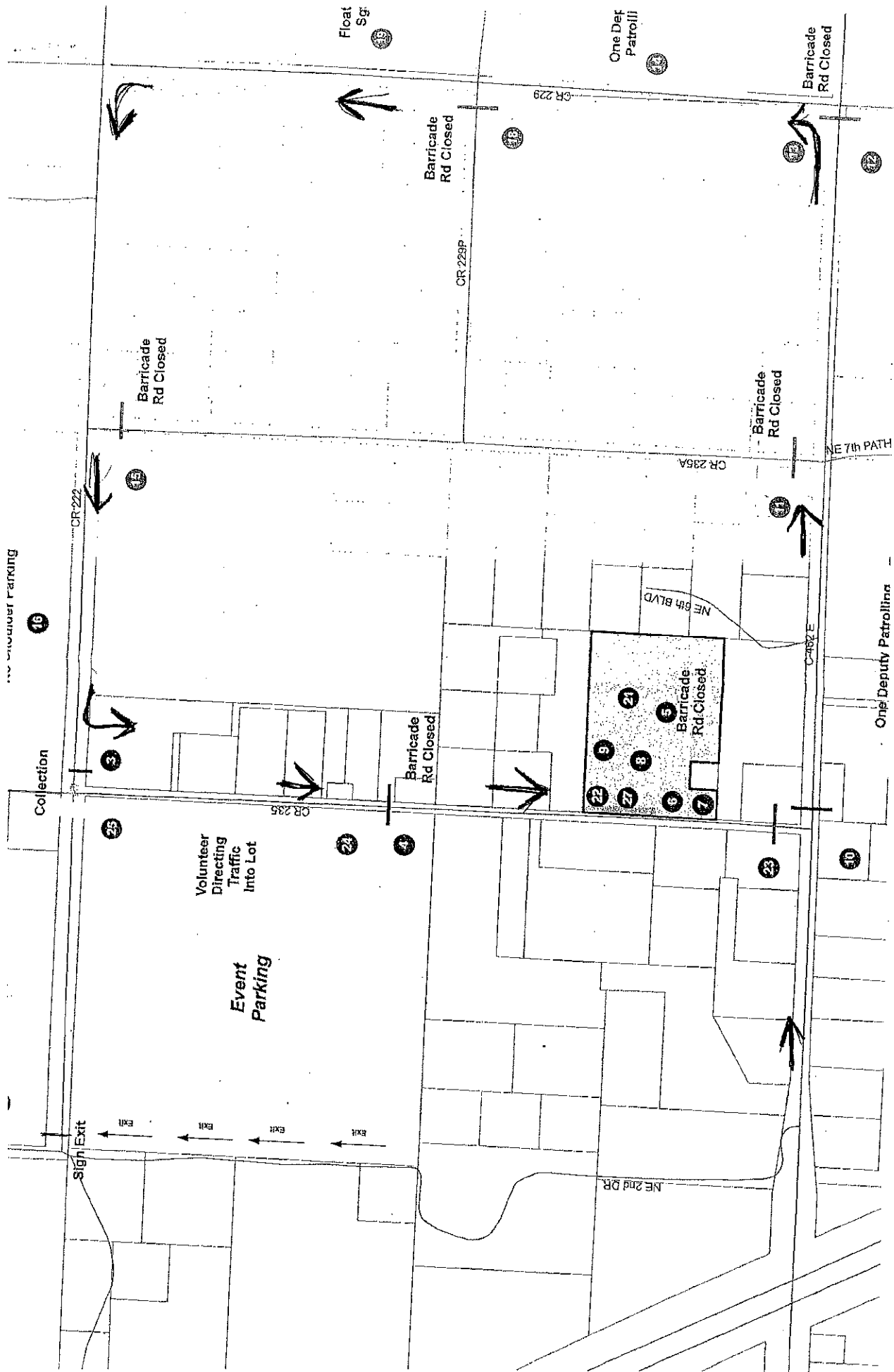
Levi Solomon

Levi Solomon

Steele

Beverly Steele

cc: RLA files.



Parade Route

PARADE ROUTE Royal Home Coming

